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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 5 April 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report #14
28 March - 3 April 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Overseas Training Support

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2. Research and Bibliographies

a. Work on the following two bibliographies is continuing: U.S. Interests in the Near East and French North Africa - [] Basic Country Survey: USSR - []

25X1

b. One copy each of 42 Communist Front publications has been requested [] for use in an exhibition of such materials. [] has been contacted and will attempt to obtain these publications, previously unavailable elsewhere.

c. The evaluation of the INSTRUCTORS' GUIDE is continuing. An extensive report has been received [] on the value of the GUIDE. The evaluation should be completed by mid-April.

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d. C/Library Section has held further discussions [] A&E, relative to the organization of materials in the library. Additional items of equipment are being procured and the serial collection is being re-evaluated as well as the book collection. [] C/Cataloging/CR, will visit A&E to discuss possible modifications in the classification system used in cataloging A&E books.

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e. ISB/TR library will be the repository for a Speaker Index. The form distributed recently to instructors for information on speakers has been submitted to A&E for consideration of a simplified evaluation list of symbols to rate each speaker.

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3. Printing and Reproduction

a. Catalog of Courses: Revisions, 1 July 1956, All Catalogs: Chief, Visual Aids Section, informed AC/E&R that schedules for the Field issue are expected for delivery today or tomorrow; additions, changes and deletions for the new issue are available in the E&R files.

b. Instructors' Guide to Current References: the 2 April issue has been received from Printing Services Division/LO and will be distributed tomorrow; the 16 April issue has been received in E&R and the typing will begin Wednesday, 4 April.

c. Bibliography: Africa South of the Sahara - TR RM O-523: 205 copies received from PSD/LO Friday, 30 March; distribution was made to recipients of the Instructors' Guide, and the remaining copies were given to Chief, Library Section/TR; request completed.

d. A "Great Debate" on the National Interest: 100 copies were received from PSD/LO Monday, 2 April; forwarded to instructor/LETS request completed.

e. CIA Library Bibliography No. 40-55: 200 copies received from PSD/LO Friday, 30 March; forwarded to instructor/LETS request completed.

f. CIA/Armed Forces Reserve Training: Instructor Guide --Air Operations: 10 stencils were reproduced in 50 copies each for DC/PPS/TR; completed and returned Monday, 2 April.

g. CIA/Armed Forces Reserve Training: Advance Sheet--Air Operations: 12 stencils were reproduced in 500 copies each for DC/PPS/TR; completed and returned Monday, 2 April.

h. Training Papers: (total of 45 pages)

- 1) Agent Functions and Basic Obstacles
- 2) The Modus Operandi of Security Services
- 3) Surveillance Reports
- 4) Principles of Clandestine Communications

These papers were typed, proofed, reproduced, collated and returned to AO/OS/TR Monday, 2 April.

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i. OTR Training Film: Spotting - Film 2; Investigation - Film 3; and Selection - Film 4: 23 stencils were reproduced in 50 copies each for instructor/Admin. Procedures course; received and returned Wednesday, 28 March.

j. Administrative Communications: the following were reproduced, collated and distributed by E&R:

	Pages	Copies
1) 1956 Summer Session at Universities of Wash.	1	560
2) Additional Presentation of Basic Supervision	1	560
3) Intelligence Products Exhibit	1	560
4) Ops. Familiarization #3 Schedule	1	53
5) Orientation Lecture Series on European Satellites and Yugoslavia	2	560
6) Area Courses for FY 1957	2	560

4. Training Aids Progress Report

a. The following charts are in progress for the CWC:

- 1) CPSU Guidance of Communist and Worker's Parties and World Front Organizations
- 2) Development of World Communist Movement
- 3) Yugoslav Partisan Movement, 1940-45 - Command Channels
- 4) Communist Party of the U.S.
- 5) Higher Organs of State Power in the USSR
- 6) Standard Organization and Flow Chart Symbols

b. Twelve charts have been completed for the Basic Country Survey - Africa.

c. Work is complete except for painting of the architectural model of the new building. It consists of a total of 2,895 items: desks, chairs, file cabinets, tables, etc.

d. The following training aids have been completed for LETS/
Language:

- 1) Poster advertising German films
- 2) The exhibit - "Americans Abroad - Germany."
- 3) Nine Vu-Graph slides - "Europe."

5. Attendance at Language Films

29 March	Russian	8 persons
2 April	French	7 "

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6. Personnel

[REDACTED]

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b. [REDACTED] Library Section, visited the National War College library on 28 March for an all-day discussion of their methods and routines, and materials available of interest to OTR. [REDACTED]

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[REDACTED] Instructor, explained the Speaker Index method in use at NWC. Several items of literature pertaining to library problems were procured as well as miscellaneous information of value to the training library, since the two libraries have much in common in servicing instructors.

c. C/Library Section gave a brief orientation to the opening class attending the course of sub-Saharan Africa. Mention was made of the bibliography compiled for the course, and of some of the outstanding literature available for student use.

d. C/ISB departed 3 April for a three-week leave.

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